

If your financial situation has changed from what was reported on the 2012-2013 Free Application for Federal Student Aid (FAFSA), use this application to request an evaluation of the financial aid eligibility. Complete this application only if you have already submitted the 2012-2013 FAFSA. Submission of this application does not guarantee an adjustment to the financial aid award. You will be notified of any revisions to the financial aid award.

You must complete all of the following steps before this application will be reviewed:

- STEP 1: Attach a letter explaining the change in your circumstances (one page maximum).
STEP 2: Complete all pages of the Special Condition application and the Student Institutional Verification Form (SIVF). If spouse is also an Iowa State student, they will need to complete a separate SIVF. Do not leave any items blank. If a value does not apply to you, enter a zero.
STEP 3: Attach copies of the following tax documents for both you and your spouse (if married)
- 2011 Federal Tax Return Transcript. Refer to the following website for details on obtaining a tax return transcript www.financialaid.iastate.edu/fafsa/verification.php.
- W-2 statements
STEP 4: Attach all requested documentation based on your special condition (Section B).

It is our policy not to consider a reduction in income for the following circumstances:
- Expenses related to personal living (payments on any consumer loan, payments on student or PLUS loans, payments on back taxes owed to the IRS, credit card bills due to discretionary purchases, other miscellaneous consumer expenses)
- Bankruptcy, foreclosures or collection costs associated with outstanding debt
- Debt forgiveness that reflects as income on a tax return
- Lottery or gambling winnings or losses
- Income annually reported on line 17 of your Federal 1040 Tax Return
If you are not certain whether your circumstances can be considered for review, please contact our office.

Section A: Demographic Information

Student Name: _____ University ID: _____
Student Phone: _____ Student Email: _____
Student Address: _____
NUMBER & STREET CITY STATE ZIP
Spouse's name (if married): _____ Spouse's University ID: _____
(if Iowa State University student)

- For Office Use Only -
Prior Year SC [] Yes [] No Priority [] Yes [] No Verified [] Yes [] No Advisor _____
Old EFC _____ New EFC _____



Section B: Special Conditions

Complete the items below by providing all applicable documents listed under each condition that applies to you. You may check more than one item.

- A. Loss of job/reduction in income:** Student Spouse
- Attach letter from your employer regarding loss of job or change in job status.
 - Attach documentation of unemployment benefits, such as the Maximum Benefit Letter detailing the amount received.
 - Document any other income you will be receiving in 2012.

- B. Reduced earnings due to disability or natural disaster:** Student Spouse
- Give the date the change occurred:_____.
 - Attach a statement from the appropriate agency verifying disability or natural disaster.

- C. Loss of benefits or untaxed income:** Student Spouse
- *Unemployment benefits*
Attach a copy of notification of loss of unemployment benefits stating benefit ending date and monthly amount received.
 - *Child Support*
Attach a copy of Court or Child Service Agency documents stating benefit ending date and monthly amount received.
 - *Other Untaxed Income*
Attach documentation verifying the change in untaxed income.

- D. Divorce or separation since completion of 2012-2013 FAFSA:**
- Date of separation or divorce:_____.
 - Attach separation papers or agreement, divorce decree/settlement, a letter from a participating attorney or mediator stating marital status. If no formal agreement is initiated, please document separate residences.

- E. Death of spouse since completion of 2012-2013 FAFSA:**
- Attach documentation of death (e.g., copy of the death certificate, obituary, and/or funeral program).

- F. Farm or farm-related conditions:**
- Attach explanation and documentation of your family’s situation. May include a third party statement.
 - Include Schedule F of your 2011 federal tax return.

- G. Medical/dental expenses not paid by insurance during calendar year 2012:**
- Attach a copy of medical, dental, and pharmacy bills that were paid out of pocket in 2012.
 - Provide documentation of the amount you pay per month, excluding employer contributions, for medical/dental insurance.

- H. Other special conditions:**
- Attach a letter and any documentation to support your special condition.

- I. Cost of private elementary or high school and/or dependent care expenses in 2012 (report actual/anticipated private elementary/high school tuition paid for Spring 2012, Summer 2012 and Fall 2012 semesters):**
- Attach a copy of actual or anticipated bills and receipts for 2012.
 - For each family member for whom you pay elementary or high school tuition or dependent care expenses, provide the information requested in the box below.

Name	Age	Relationship to ISU student	Facility Name	Total Cost
			and Location	

Section C: Projected 2012 Income Information

Report all actual/anticipated taxable and nontaxable 2012 income (from January 1, 2012 to December 31, 2012).

Taxable Income	Student	Spouse
Wages/salaries/tips/severance	\$	\$
Income from business (self-employment)	\$	\$
Other income (e.g., unemployment compensation)	\$	\$
Total Taxable Income	\$	\$
Nontaxable Income		
Child support received for all children. Don't include foster care or adoption payments.	\$	\$
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$
Other nontaxable income not reported, such as workers' compensation, disability, etc. Don't include student aid, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay.	\$	\$
Total Nontaxable Income	\$	\$

All Special Conditions applications are subject to review and verification of the original Free Application for Federal Student Aid (FAFSA).

All the information provided on this application is true and complete to the best of my knowledge, and I agree to give proof of this information if requested to do so. I understand that verification of my projections may be required at the end of the current year. I grant the Office of Student Financial Aid permission to update the FAFSA through the Federal Student Aid online correction tool to match the values found on this and other verification documents you have or will receive. *If I underestimate my projected income or if I overestimate my projected expenses, I understand that I may be required to repay previously awarded financial aid.*

 Student Signature

 Date

FAX: 515-294-3622

All of the documents below are attached to this form for review of my Special Condition:

- Attached is a letter explaining the change in my family's circumstances
- Documentation requested on page 2 pertaining to my special condition
- Student(s) Institutional Verification Form
- 2011 Federal Tax Return Transcripts for student and spouse
- 2011 Federal Tax Returns for student and spouse
- W-2 statements for student and spouse

2012-2013 Institutional Verification Form (Student)

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification (CFR Title 34, Part 668). In this process, Iowa State University will be comparing information from your FAFSA with a copy of your 2011 federal tax return transcript, W-2 forms or other financial documents. If there are differences between your FAFSA information and your verification documents, the Office of Student Financial Aid may make corrections to your FAFSA.

Any verification documents with missing or incomplete information cannot be processed. An email notification will be sent to your FAFSA and/or ISU addresses requesting corrections be made. Resubmit a corrected form as soon as possible to avoid a delay in approval for your financial aid. Forms must be **completed in blue or black ink**.

A. Student Information

Last Name	First Name	Middle Initial	University ID
Address (local if available)			Date of Birth
City	State	ZIP Code	Phone Number

B. Family Information for Independent and Vet Med Students (Dependent Students Skip Section B)

If you are an independent or Vet Med student, list below the people in your household. If you are unsure as to whether you are a dependent or independent student, refer to the following website www.financialaid.iastate.edu/fafsa/dependency.php.

- List your spouse if applicable. If your spouse is currently enrolled in college, please provide the FULL college name.

Spouse Name: _____ Spouse's College: _____

- List your children if you will provide more than half of their support from July 1, 2012 through June 30, 2013.
- List other people, only if they will live with you and will receive more than half of their support from you between July 1, 2012 and June 30, 2013.

Name	Age	Relationship to you	List FULL name of college ONLY if individual is working toward a degree or certificate at least 1/2 time during 2012-2013

Student

- Filed federal taxes (complete Sections C and E)
- Did not file (complete Sections D and E)

Spouse

- Filed federal taxes (complete Sections C and E)
- Did not file (complete Section D and E)

C. If you were required to file a U.S. Federal or Puerto Rico Tax Return

- Please provide a copy of the 2011 student and/or spouse (if applicable) federal tax return transcript or Puerto Rico tax return to the office of Student Financial Aid.
 - Refer to the following webpage for details on how to secure a copy of your **federal tax return transcript** www.financialaid.iastate.edu/fafsa/verification.php.
 - If student and student's spouse filed "married filing separately"; submit **federal tax return transcripts** for both tax filers.
- Tax extensions are only accepted conditionally; an email with details will be provided upon receipt of a tax extension.
- If student filed taxes with status of "married filing jointly" but reported on the FAFSA you are now separated, divorced or widowed, you must provide a copy of the Iowa tax return or copies of all W-2s along with proof of divorce or separation.



D. If you did not file a U.S. Federal or Puerto Rico Tax Return

- If the student or student's spouse did not file a U.S. federal tax return, list any wage or non-wage income received in 2011.
- Provide copies of all W-2 forms and/or financial earning statements as supporting documentation. If student didn't work in 2011, write "none".
- Provide an English translation of foreign documents.

Student Employer's Name and/or Income Source	2011 Income
	\$
	\$
	\$

Spouse's Employer's Name and/or Income Source	2011 Income
	\$
	\$
	\$

E. Additional Financial Information

(Enter combined amounts for student & student's spouse, if married at the time FAFSA was filed.)

If your answer is zero or does not apply, enter 0 (zero). **Do not leave blanks.**

Taxable earnings from Federal Work-Study. Work-Study Institution: _____	\$
Combat pay or special combat pay considered taxable and included in your adjusted gross income. Do not enter untaxed combat pay as reported on the W-2 (box 12, Code Q).	\$
Earnings from work under a cooperative education program offered by a college. College Name: _____	\$
Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings). Reported on W-2 Form Boxes 12a through 12d, codes D, E, F, G, H and S.	\$
Annual child support received for all children. Do not include foster care or adoption payments.	\$
List housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). For members of the military: Do not include BAH or the value of on-base military housing Do include BAS	\$
List other untaxed income not reported, such as workers' compensation, disability, etc. Do not include student financial aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels. List source(s) of other untaxed income: _____	\$
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. Do not include money received or paid on your behalf by the parent(s) listed on your FAFSA. Do not include financial aid. List source(s) of other money received: _____	\$

F. Signature

By signing this worksheet, I certify that all the information reported is complete and correct. I understand if I purposely give false or misleading information on this worksheet, I may be fined \$20,000, sent to prison, or both. I am also granting the Office of Student Financial Aid permission to update the FAFSA through the Federal Student Aid online correction tool to match the values found on this and other verification documents you have or will provide.

Student Signature

University ID

Date